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HEADQUARTERS,

USASETAF

Vicenza, Italy
25 August

2005

USASETAF Rear (ABN) (Provisional) OPORD 05-70 (SETAF 2005-2006 Winter Safety Campaign)

Reference: USAREUR CG MEMO AEAGA-S, SUBJECT: Army in Europe 2005-2006 Winter Safety Campaign, dtd 15 AUG 05.

TASK ORGANIZATION:

SETAF Units:

HSC SETAF
173D ABN BDE RD
24th QM Company
13th MP Company RD

USAG Vicenza

Tenant Units:

VMID
14th Trans Bn (MC) RD
509th SIG Bn
Det B, 208th FI RD
510th PSB, Det D RD
USAHC-V
USADC-V
Southern European Vet Det

4th Plt, 510th Postal Co
SETAF Augmentation Unit
AFN, Vicenza

1. SITUATION: The Winter/Holiday Seasons here in Italy/Europe present many risks for our Soldiers, civilians and family members. The high OPTEMPO currently being experienced by many units, coupled with the winter and holiday seasons, will provide many challenges that must be dealt with to ensure the safety of the entire SETAF Community during this period.

2. MISSION: USASETAF Rear (ABN) (Provisional) implements a proactive Winter Safety Campaign that targets foreseeable risks for the first and second quarters of FY 06. This winter safety campaign builds on the successes of previous winter and summer safety campaigns and established baseline unit safety programs developed to ensure Soldiers, civilians and family members are trained and educated in recognizing and mitigating on and off-duty hazards associated with the winter season.

3. EXECUTION:

Commander's Intent: Reduce the potential for accidental injury to our Soldiers, civilians, local national employees, dependents and to preserve limited assets. Needless accidents that result in the loss of life and serious injuries must be eliminated through the use of established army programs and the provisions of previous summer/winter safety campaigns and this winter safety campaign. The key components for success are adequate training, integration of risk management, planning and preparation and concerned leaders taking complete ownership of their Soldiers' safety. The campaign motto remains "Don't Walk By".

Purpose: To implement a USASETAF Rear (ABN) (Provisional) Winter Safety Campaign that supports the Army in Europe 2005-2006 Winter Safety Campaign. The campaign will continue to build on the successes of past campaigns with emphasis on deployments and

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redeployments. Ensure brigade, battalion and company safety programs are developed and implemented that are effective and meet army standards. Integrate composite risk management into garrison operations, tactical training and operational missions to ensure the safety of personnel supporting the war on terrorism. Develop proactive programs that identify and mitigate winter hazards for on and off-duty activities. The SETAF Winter Safety Campaign will be in effect from 1 October 2005 through 30 April 2006.

Critical Tasks:

- (1) Continue to build effective unit safety programs that meet command standards and unit safety certification requirements
- (2) Train junior leaders to execute the provisions of this safety campaign mission
- (3) Conduct Composite Risk Management (CRM) Training for junior officers, first-line leaders and supervisors and integrate CRM into garrison, tactical and off-duty activities
- (4) Evaluate unit driver training programs to ensure effectiveness
- (5) Schedule and conduct driving training classes for tactical/non-tactical military vehicles and privately owned vehicles/motorcycles that focus on the hazards of winter driving operations and equipment winterization
- (6) Conduct Cold-Weather Injury Prevention Training for all personnel subject to working or training in environments that could result in cold-weather injuries
- (7) Ensure "Under the Oak Tree" meetings continue to be conducted between first-line leaders and Soldiers that establishes a verbal contract of accountability
- (8) Conduct seasonal recreational safety training for off-duty activities
- (9) Educate Soldiers, civilians and family members on the hazards of alcohol and substance abuse

Endstate: Established unit safety programs and a trained force of Soldiers, leaders, civilian employees and family members who are fully aware of the hazards of winter and take appropriate actions to mitigate or control identified hazards with the desired outcome of no loss of life or serious injury due to preventable accidents.

a. Concept of the Operation: Commanders will educate their leaders, Soldiers, civilians and family members on potentially hazardous conditions and situations prevalent during the winter season. Junior non-commissioned officers, junior officers and civilian first-line supervisors will execute training with maximum support and guidance from commanders and directors. Training will be comprehensive, include all aspects of the critical and implied tasks and will be accomplished in three phases.

Phase I: Training. Begins upon receipt of this OPORD. Commanders and Special Staff will plan, coordinate, train and ensure junior leaders and supervisors are prepared to execute all critical tasks.

Phase II: Execution. Begins with junior leaders/supervisors who are trained to conduct all components of the safety campaign for assigned personnel. Junior leaders/supervisors will train subordinates on all critical tasks through individual/group training and supervise execution. Multi-media command information messages will be leveraged to reach and educate family members. Units will report progress/completion as required to the SETAF G3.

Phase III: Sustainment. Junior leaders/supervisors will continue to train newly assigned subordinates and those not available for initial training on all critical tasks as required. Units will report progress/status as directed. This phase is on-going throughout the Winter Safety Campaign and ends 30 April 2006.

b. Tasks to Commanders:

- (1) Review and analyze the effectiveness of their unit's safety programs
- (2) Establish checks, tracking methods and incentives that sustain campaign momentum and focus throughout the winter, while monitoring subordinate units in their execution of the campaign
- (3) Conduct noncommissioned officer development programs (NCODP) and officer professional development (OPD) programs that train leaders for the successful implementation and continued support of the winter safety campaign
- (4) Provide required training for currently assigned personnel prior to each suspense date and continue to conduct training as required throughout the winter season
- (5) Continue to reinforce safety by identifying and mitigating hazards with the effective use/distribution of targeted countermeasures and information materials
- (6) Establish safety plans that are outlined in, Army in Europe 2005-2006 Winter Safety Campaign, Enclosure 3, under the Garrison Column which encompass the following components :
 - (a) Unit Safety Programs. Commanders will review their unit safety programs to ensure the safety program requirements contained in Army Regulation 385-10, and Army in Europe Command Policy Letter 3, are fully understood and implemented. Safety goals must be included as a rating element of subordinate leaders.
 - (b) Winter Training Hazards and Risk Mitigation. NLT 30 November 2005, commanders will ensure military and civilian personnel receive training on the overall hazards of winter operations and training and methods of mitigating these hazards. Additionally, Soldiers and civilians who have a military license (holders of OF-346) for military tactical and non-tactical vehicles receive the winter driver orientation training IAW AE Regulation 600-55. This orientation training will address the hazards of driving in Italy/Europe, seatbelt requirements, hazards in construction zones, and briefings on local secondary roads with high accident rates and other high-risk locations. Appendix D, of AE Regulation 385-55, provides a program of instruction for this training. Training must be documented by stamping the date of training on the individual OF-346. Enclosure 2, Tab D, of the Army in Europe 2005-2006 Winter Safety Campaign, contains information and references regarding Winter Training Hazards and Risk Mitigation. The following Web Site provides information on Army Motor Vehicle-Accident Prevention: <https://www.aeaim.hqusareur.army.mil/library/reg/index-aer.shtml>
 - (c) Sleep Management and Soldier Readiness. NLT 31 December 2005, commanders will ensure a unit Sleep Management Plan is developed and implemented to ensure Soldier performance is maintained that supports unit mission requirements and mitigates the potential for mission failure and accidental losses. Enclosure 3, Tab B, of the Army in Europe 2005-2006 Winter Safety Campaign, contains information and references regarding Sleep Management and Soldier Readiness.
 - (d) Ionizing Radiation Safety Program. NLT 31 January 2006, commanders that use, maintain or store ionizing radiation equipment will ensure they have a school trained unit Local Radiation Safety Officer (LRSO) and written unit radiation program. Enclosure 3, Tab C, of the Army in Europe 2005-2006 Winter Safety Campaign, contains information and references

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regarding Ionizing Radiation Safety Program requirements. The following Web Site provides additional information on Ionizing Radiation: <https://www.hqusareur.army.mil> (click on Safety, Radiation, and then Training).

(e) Product Quality Deficiency Reporting and Equipment Safety. Commanders will ensure that personnel who use or maintain army equipment are aware and use the Army's Product Quality Deficiency Reporting (PQDR) System. Enclosure 3, Tab D, of the Army in Europe 2005-2006 Winter Safety Campaign, contains information and references regarding the PQDR System. The following Web Sites provide additional information regarding PQDRs: <https://aeps.ria.army.mil/aepspublic.cfm>
http://www.per.hqusareur.army.mil/services/safetydivision/usareur_winter_safety_campaign.

(f) Do You Really Know if That Weapon is Loaded. NLT 31 December 2005, commanders will conduct weapons safety training for all assigned personnel. Training will include procedures for the safe handling of assigned weapons, causes of negligent discharges and the impact of negligent discharges. Enclosure 3, Tab E, of the Army in Europe 2005-2006 Winter Safety Campaign, contains information and references regarding weapons safety. Army in Europe Pamphlet 385-15, Leader's Operational Accident-Prevention Guide, contains the Army's Small Arms Clearing Procedures.

(g) Weapon-Muzzle Discipline. NLT 31 December 2005, commanders will conduct weapons safety training for all assigned personnel. Training will cover weapon-muzzle discipline in garrison, tactical training environments and tactical combat environments. Enclosure 3, Tab F, of the Army in Europe 2005-2006 Winter Safety Campaign, contains information regarding weapon-muzzle discipline.

(h) Civilian Job Hazard Analysis and Health Evaluation. Commanders who have DA or Local National Civilians employees will conduct a Job Hazard Analysis (JHA) and a determination of medical surveillance for each position under their control. The goal is for each organization to conduct and document 25 percent of their employees each fiscal quarter, reaching 100 percent by 30 September 2006. Progress reports will be provided to the USASETAF G3 as directed. Enclosure 3, Tab G, of the Army in Europe 2005-2006 Winter Safety Campaign, contains information and references regarding job hazard analyses. http://www.per.hqusareur.army.mil/services/safetydivision/usareur_winter_safety_campaign

(i) Cold Weather Injury Prevention. NLT 15 November 2005, all personnel subject to working or training in environments that could result in cold-weather injuries, will receive cold-weather injury prevention training. This training will encompass recognition, prevention and treatment of cold weather injuries. Enclosure 3, Tab H, of the Army in Europe 2005-2006 Winter Safety Campaign, contains information and references regarding Cold-Weather Injury Prevention. Use the following Web Site for cold-weather injury prevention: <http://chppm-www.apgea.army.mil/coldinjury/>

(j) Heaters and Carbon Monoxide Prevention. NLT 15 November 2005, commanders will conduct training for all assigned personnel on the hazards and the potential for injury or death as a result of carbon monoxide poisoning through the improper use of space heaters in tents, containers, vehicles and other enclosed spaces. Additionally, training on the use of authorized heaters will be conducted for those individuals authorized and licensed to operate assigned space heaters. Enclosure 3, Tab I, of the Army in Europe 2005-2006 Winter Safety Campaign, contains information and references regarding Heaters and Carbon Monoxide Prevention. AE Pamphlet 385-15 contains a list of approved space heaters authorized for use within USAREUR.

(k) Unit Safety Certification. Units that have not achieved safety certification must take immediate action to meet this requirement. Certification requirements include: commander completion of the Commander's Safety Course; senior NCO completion of the Commander's Safety Course, Senior NCO Safety Course, or the CATC Safety Officer/NCO Course; appointment of a school trained Collateral Duty Safety Officer or NCO on orders and performing safety responsibilities; integration and use of the Cody Model and the tools to assist in resolving issues; safety officers/NCO registration in the Eur-Safety Net List Server; safety officer/NCO registration and use of the United States Army Combat Readiness Center, Risk Management Information System (RMIS) and the Accident Reporting Automation System (ARAS); and an established subscription account for the United States Army Safety Center Countermeasure Magazine. Enclosure 3, Tab J, of the Army in Europe 2005-2006 Winter Safety Campaign, contains information and references regarding Unit Safety Certification. Units must maintain this certification as personnel rotate in and out of the unit. Use the following Web Sites for information to support this requirement:

http://www.per.hqusareur.army.mil/services/safetydivision/cdr's_safety_course.htm

<https://crc.army.mil/home.html>

http://www.per.hqusareur.army.mil/services/safetydivision/list_servers.htm

sharrel.forehand@safetycenter.army.mil

(l) Ground Operation Safety, Training, and Education. Commanders involved in garrison, field training, and mission support operations will conduct assessments to ensure training is to standard. AE Pamphlet 385-15 series must be used to ensure safety is integrated into applicable training and operational standards. Units conducting rail or convoy operations will ensure all personnel involved in these operations are trained IAW AE Pamphlets 385-15-1, Convoy Checklist and Risk Assessment and 385-15-2, Rail Operations Checklist and Risk Assessment. The Railhead Operations Training and Verifications Program is located on the USAREUR Safety website. Deploying units must have a cadre of personnel trained in railhead loading and unloading operations. The following Web Site provides AE Publications indicated above: <https://www.aeaim.hqusareur.army.mil/library/reg/index-aer.shtm>

(m) Army Motor Vehicle Army Combat Vehicle and Non-Tactical Vehicle Driver Training Programs. Commanders will review and take action to strengthen their vehicle training programs. Defensive Driving Training, Rollover Drills and Seat Belt Usage must be a part of the ongoing training programs. The following Web Site provides information on Army Motor Vehicle-Accident Prevention: <https://www.aeaim.hqusareur.army.mil/library/reg/index-aer.shtm>

(n) Accident Avoidance Training. Commanders will ensure personnel that possess a military license (holders of OF-346) are current in accident avoidance training IAW AR 385-55. A Wheeled Vehicle Accident Avoidance CD, CDR 55-01, 711259, that meets the training requirement is available at the installation safety office.

(o) Under the Oak Tree Meetings. Commanders will ensure that "Under the Oak Tree" meetings are conducted IAW Bell Sends Message #19-04. NCOs must communicate openly with their soldiers, make a verbal contract, and maintain personal accountability. The following Web Site provides a listing of all "Bell Sends":

<https://www.aeaim.hqusareur.army.mil/library/ltr/bell-sends/index-bsm.shtm>

(p) POV/Motorcycle Safety Training. Commanders will examine their POV Safety Programs to ensure they are effective in identifying and mitigating risks. Training must target identified hazards and will include vacation and long weekend planning, POV maintenance priorities, emergency roadside equipment requirements, onboard vehicle survival equipment,

the effects of fatigue and the hazards of drinking and driving. Motorcycle safety and the requirements for training and use of protective equipment must be stressed and enforced. The Driver's Risk Assessment Questionnaire, located on the USAREUR Safety website, will be completed by Soldiers in coordination with their first-line leaders as required (Individuals who have completed the Driver's Risk Assessment Questionnaire within their current unit are not required to complete the questionnaire again unless an event has taken place that requires a reassessment). Ride-home programs must be in place to assist in the prevention of driving under the influence violations. The Army's POV Tool Box is available on the Army Safety Center and USAREUR Safety Web sites. The Tool Box can assist in program development and evaluation. Use the following Web Sites for information on POV/Motorcycle Safety Training:

http://www.per.hqusareur.army.mil/services/safetydivision/new_page_11.htm

<http://safety.army.mil/pages/POV/index.html>

http://www.per.hqusareur.army.mil/services/safetydivision/drive_to_arrive.htm

https://safety.army.mil/sign_in.asp?site=ASMIS1

(q) Composite Risk Management Training. Commanders will ensure units are current with the requirements of FM 100-14 (with change 1), and the risk management training package located on the USAREUR Safety website. This training must be directed to the unit's mission essential task list (METL) and winter safety hazards. Individuals may take the risk-management module (CS1210) part of the Commander's Safety Course with supplemental unit METL-based training to meet the risk management training requirements. The following Web Site provides information on Risk Management Training:

http://www.per.hqusareur.army.mil/services/safetydivision/risk_management.htm

(r) Winter Sports and Recreational Activities. Commanders will conduct safety awareness training throughout the season on the hazards of winter recreational activities. Topics will include, but are not limited to, skiing, snowboarding, running, hiking, camping, exercising in a cold environment, and the effects of alcohol during recreational activities during cold weather. AE Circular 385-1 provides a guide to winter recreational activities. The following Web Site provides information on Winter Safety Sports and Recreational Activities: <http://chppm-www.apgea.army.mil/ihmsm/ms/off.asp>

(s) Accident Reporting. Commanders will review accident-reporting requirements contained in AR 385-40 and AE Regulation 385-40 to ensure full compliance with reporting, recording, and investigating requirements. Accident reports must specify systemic issues and indicate corrective actions taken. Accident Reporting Automation System (ARAS) is the primary method of submitting written reports of class C and D ground and class D through F aviation accidents within Army Europe. Approval and submission of accident reports is authorized at the company level. Units submitting reports must include their next higher level of command and the Installation Safety Office on the cc line. Commanders may develop additional guidance regarding submission. Commanders will incorporate these procedures in unit standing operating procedures. The process for reporting accidents involving DA Civilians, NAF Civilians and Local Nationals must be known by military and civilian managers of these individuals. Army Civilian and Local National Employees must be familiar with the appropriate reporting requirements. The following Web Sites provides information on accident reporting:

<https://crc.army.mil>

<http://www.chrma.hqusareur.army.mil>

(t) Alcohol and Drug Abuse. Leaders must be aggressive in preventing alcohol and drug abuse violations during the winter/holiday season and prior to upcoming deployments. Leaders must emphasize the negative impact of excessive alcohol consumption on families and careers. Unit emergency contact and ride home programs must be in place and briefed along

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with the need and benefits of using Designated Drivers for functions and parties on and off-post. The following Web Site provides information on Army Substance Abuse Program:
<http://www.jackson.army.mil/Directorates/Asap.htm>

(u) Holiday Season Safety. Commanders will conduct holiday safety awareness training that focuses on the hazards of seasonal celebrations. Fire safety with regards to the use of decorations, Christmas Trees, electrical lighting, candles, etc. must be stressed. AE Circular 385-1 provides a guide to holiday seasonal safety topics.

(v) Previous Campaign Initiative Summary. Commanders must ensure previous winter and summer Safety Campaign requirements are completed and/or continued to be implemented. Enclosure 3, Tab K, of the Army in Europe 2005-2006 Winter Safety Campaign, contains information and references regarding previous campaign requirements.

c. Tasks to USAG Vicenza:

(1) Support the USASETAF Rear (ABN) (Provisional) Winter Safety Campaign with all available resources

(2) Ensure widespread distribution of USAREUR safety information and develop local countermeasures, and community information articles that are distributed via local multi-media sources to reinforce the SETAF Winter Safety Campaign requirements

(3) Emphasize moderation of alcohol consumption and the use of designated drivers and the ride-home programs

(4) Emphasize suicide prevention and outreach during the winter/holiday season and prior to and during deployment

(5) Publicize and conduct one-on-one and group briefings/workshops on stress management, separations, reunions, and spouse/child abuse prevention

(6) Provide resource brochures through Family Readiness Groups (FRG) and community agencies

(7) Sustain routine Family Assistance Center (FAC) operations throughout the winter season

(8) Provide Fire Prevention Training to Soldiers and family members with emphasis on actions to take on quarter's fires. Conduct classes for spouses that includes causes of fires, how to prevent fires, and actions to take for specific types of fires and to the extent possible, hands-on use of fire extinguishers.

(9) Conduct risk assessments for all MWR sponsored on- and off-post activities

(10) Identify changing weather conditions and alert the community to potential hazards through multi-media resources to include radio, television, and email

(11) Ensure strict enforcement of road standards for vehicles and operators by conducting routine gate checks on arriving and departing vehicles

(12) Emphasize "Click It or Ticket," "Booze It and Lose It," and other related programs

d. Coordinating Instructions:

(1) Commanders must develop and implement a winter safety program by 1 October 2005.

(2) Commanders will document and report progress and completion of Winter Safety Campaign training to the SETAF G3. SETAF G3 will receive all reports, progress and status. Commanders will ensure training schedules and records are available for inspection.

(3) Commander's Critical Information Requirements (CCIR) for CG, USASETAF Rear (ABN) (Provisional), are as follows:

(a) Death of military personnel, Department of Defense Civilian personnel, family members of U.S. Army or DOD personnel, and local national employees (excluding natural death and sudden death syndrome of family members)

(b) Critical injury to military/DOD personnel/family members, local nationals that is expected to result in death

(c) All Class A & B accidents on and off duty

(d) Training accidents which cause death or serious injury to U.S. Army personnel

(e) Any accident, event or incident where adverse publicity is expected

(4) Units must acknowledge receipt of this OPORD by emailing the SETAF SOC at setaf-soc@setaf.army.mil

4. SERVICE SUPPORT: None

5. COMMAND AND SIGNAL:

(a) POC for this ORDER is LTC Krcelic, G-3 at 634-8613 or email robert.krcelic@setaf.army.mil or SFC Clark at 634-8335 or email randy.clark@setaf.army.mil

(b) POC for this campaign is Mr. Jim Adams, SETAF Safety Office at 634-3945 or email james.adams@setaf.army.mil.

ACKNOWLEDGE.

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DISTRIBUTION:

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